

Teen Intern Program:

Thanks for your interest in the Teen Intern Program! This will be a great opportunity for you to:

- explore your personal and career interests
- enhance your resume
- gain relevant hands on volunteer experience
- develop your leadership skills
- meet some new friends
- help your community
- **earn community service/service learning hours for school**
- **Earn a Stipend!**

ELIGIBILITY REQUIREMENTS

This program is open to teens that are:

- 1) 14 – 19 years of age as of October 29, 2013
- 2) Have either a social security number or tax ID number, and
- 3) **Current residents of the city of Seattle.**

OVERVIEW

- The Teen Intern Program is an intensive two-part program that requires your full participation and commitment.
- The first part includes workshops **every Tuesday from 4:30 pm to 6:30 pm** at **Garfield Community Center**, 2323 E Cherry St Seattle, WA 98122.
- The second part includes hands-on service learning every Saturday and on Monday, November 11th from 10:00 am to 4:00 pm.
- Workshop topics include: sustainability, personal development and goal setting, leadership and development training, team building, job preparedness, and field trips to businesses and non-profit organizations.
- Service learning experiences include: restoration projects, planting projects, urban agriculture, and visits to the Cedar River Watershed and the Bill and Melinda Gates Foundation Visitors Center.
- All participants will complete a minimum of 60 hours for the TIP Job Readiness Program. *Participants will receive a \$100 stipend and 30 service hours for completing the program.*

Please note that a minimum of 60 hours must be completed in order to receive the award and that the stipend cannot be pro-rated.

SCHEDULE

The program will begin on Tuesday, October 29th and end on Thursday, December 19th, 2013.

OCTOBER – 29, 31.

NOVEMBER – 2, 5, 7, 9, 11, 12, 14, 16, 19, 21, 23, 26.

DECEMBER – 3, 5, 7, 10, 12, 14, 17, 19.

These dates are subject to change. A minimum of one week notice will be given if any changes are made. Saturday dates will be required for community service projects. Saturday meetings have not been confirmed as of yet, but a monthly schedule will be given to all participants.

EXPECTATIONS

Teen Interns are self-motivated, punctual, enthusiastic, open-minded and willing to work with others. We expect that you will work safely, think positively, and put forth your best effort.

IF YOU THINK YOU WILL MISS MORE THAN 2 SESSIONS BECAUSE OF SPORTS OR OTHER ACTIVITIES OR OBLIGATIONS, PLEASE DO NOT APPLY FOR THIS PROGRAM.

TRANSPORTATION

You are responsible for transportation to and from Garfield Community Center, but transportation will be provided to service sites. Directions as well as bus route information will be made available to participants upon request. If you have transportation issues please let the project coordinator know.

HOW TO APPLY

Please complete the attached application and make sure to complete all sections of the application before mailing it in. Space is limited so please send in your application as soon as possible. Also, there is no guarantee that an application, even if complete, will result in acceptance to the program.

Application deadline is: October 23, 2013

Please send to:

Seattle Parks and Recreation
Youth Employment & Service Learning
Attn: Raelynne Lee, Box #4
100 Dexter Ave N
Seattle, WA 98109

Fax #: 206-684-4853

Or, electronically as a Word document, to: raelynne.lee@seattle.gov

If you have any questions, please feel free to contact the Program Coordinator, Raelynne Lee, at raelynne.lee@seattle.gov or call 206-684-4575.

Thanks again for your interest in the Teen Intern Program. We look forward to working with you!



Signature Programs

Teen Intern Program Application Packet

Please complete ALL sections of the application as directed. Only fully completed applications accompanied by a resume and letter of interest will be accepted.

APPLICATIONS DUE: Oct. 23, 2013

Please fill out the following section

Name: _____
First Last Middle Initial

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____ Alternate Phone: (_____) _____

Email Address: _____ Male ☐ Female ☐

School: _____ Age: _____ Grade: _____

Please answer the following questions on a separate piece of paper

- 1) Why do you want to apply for the Seattle Department of Parks and Recreation Teen Intern Program?
- 2) What are your future career and academic goals?
- 3) List three reasons why you should be accepted into the program.
- 4) What transportation will you be using to get to the program?

This section is optional and will not affect your eligibility for the program

- 1) Do you have any disabilities? Yes ☐ No ☐
- 2) Do you qualify for free or reduced lunch? Yes ☐ No ☐
- 3) Are you an immigrant or refugee? Yes ☐ No ☐
- 4) What race would you describe yourself as (White, Black or African American, American Indian/Alaskan Native, Native Hawaiian & Other Pacific Islander, Asian, Other, Hispanic/Latino)?

Please complete the following section

By signing below you are stating that you have read all enclosed materials concerning the Seattle Department of Parks and Recreation, Teen Intern Program and that all statements you have made in the application are true to the best of your knowledge.

Signature of Applicant: _____

Printed Name of Applicant: _____

Parental or Guardian Approval for Applicants Under the age of 18 Years of Age

We have read and understand the enclosed materials that describe the Seattle Department of Parks and Recreation, Teen Intern Program. We have discussed the Teen Intern Program with our son/daughter and understand the expectations of the program and authorize him/her to apply for and participate in the Teen Intern Program.

Signature of Parent/Guardian: _____

Printed Name of Parent: _____